



ANTONIO R. VILLARAIGOSA
MAYOR

EXECUTIVE DIRECTIVE NO. 17

Issue Date: March 17, 2011

To: Heads of all Departments of City Government

Subject: Emergency Operations Center

Introduction

The government of the City of Los Angeles has the legal authority and responsibility to ensure that emergency planning, preparedness, response, and recovery activities exist to mitigate the effects of a disaster or an emergency impacting City infrastructure, residents, business and governmental service delivery.

All aspects of City government have a vested interest in ensuring the City's capability to preserve life, protect property, stabilize and resolve incidents, limit loss, and ensure continuity of operations and government.

Pursuant to this Executive Directive, the following instructions shall be implemented by Department Heads, including all Board and Commission members, General Managers, Directors and Administrators of Departments, Offices, Bureaus and Agencies.

Emergency Operations Center Structure

The City of Los Angeles Emergency Operations Center (EOC) shall be organized around the Incident Command System (ICS) structure. The structure shall consist of:

- EOC Management
- Operations Section
- Planning Section
- Logistics Section
- Finance/Administration Section

This organization and structure will allow the EOC to coordinate strategic operations and planning efforts as well as coordinate local, State and federal assistance as necessary.

The Emergency Management Department shall be responsible for the development of the EOC organization and structure.

Staffing of the Emergency Operations Center

The Emergency Management Department will identify the departments that are responsible for the staffing of the various EOC positions or support roles. Once departments are identified with an EOC role or responsibility, all departments shall provide appropriate personnel for training and credentialing.

During an EOC activation or exercise, all identified departments will provide appropriate trained and credentialed personnel (EOC Responders) to their assigned EOC roles and responsibilities in accordance with the guidelines set forth by the Emergency Management Department. Departments shall only provide those EOC Responders identified and appropriate to the level of EOC staffing requested by either the Emergency Management Department or the EOC Director(s) as determined by the requirements of the EOC activation or exercise.

It is the responsibility of each department to ensure that they maintain at least a minimum level of trained and credentialed EOC Responders as adequate to fulfill their department's EOC roles and responsibilities at all times. Special consideration should be taken to provide a depth of trained EOC Responders to be able to fill gaps during vacation or other leave, as well as provide personnel relief for multiple operational periods of EOC activation.

All unauthorized personnel are to refrain from entering the EOC during times of activation or exercise.

Emergency Operations Center Training & Credentialing

The Emergency Management Department will be responsible for the development of a standardized "position specific" training & credentialing program for identified positions within the EOC. Those departments identified by the Emergency Management Department responsible for staffing various EOC positions or support roles shall provide personnel to attend training as specified by the Emergency Management Department. It is the responsibility of each department, to ensure that the personnel they identify meet the requirements for EOC credentialing.

Departments may provide additional training above and beyond the training set forth by the Emergency Management Department for EOC Responders.

Emergency Operations Center Scope

The EOC shall be responsible for overarching City-wide strategic planning and coordination operations. The EOC shall be responsible for maintaining a City-wide common operating picture and situation status.

EMD shall be responsible for coordinating and publishing after-action reports (AAR) for EOC activations. The AAR provides a summary of lessons identified from a specific activation, with recommendations for improvement.

Tactical decisions are not determined at the EOC level. Tactics are to be determined at the field Incident Command Post (ICP) or Department Operations Center (DOC) level. All departments are to ensure that they have appropriate internal structures in place to control department operations at either the ICP or DOC level.

Executed this 17 day of March, 2011



ANTONIO R. VILLARAIGOSA
Mayor